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Director of Training

Chief, Management Staff

Management Staff Study of Special Services Branch,

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25 May 1959

1. In response to your memorandum of 19 November 1958, this Staff has studied the workload in the Special Services Branch, [REDACTED]. In making this study, we have analyzed the character of the workload, its distribution, and some of the procedures in the Special Services Branch particularly as these factors bear on staffing requirements.

2. The attached report includes suggestions for possible future use, as well as recommendations for current action. To provide full basis for your consideration and/or action, the table to the report present in some detail relevant information developed during the study.

3. Action on the recommendations in this study, with the exception of a possible T/O change and the long range accounting changes in recommendation e, is within the responsibility of the Office of Training. Accordingly, this Staff will take no further action unless specifically requested by you.

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4. Accounting for Staff [REDACTED] operations constitutes a significant portion of the work in the Special Services Branch. We are, therefore, sending information copies of the basic report, and of Tables 7 and 8, to the Audit Staff and to the Technical Accounting Staff, Office of the Comptroller.

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Signed

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Hgt/S:

[REDACTED] (25 May 59)

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